



# CIVILIAN PERSONNEL FACT SHEET

## Command Civilian Award for Valor

**PURPOSE:** To recognize unusual courage or competence in an emergency, either on or off the job, unrelated to performance of official duties.

**ELIGIBILITY:** The award is given to any Air Force civilian employee who demonstrates courage or heroism in assisting others in an emergency, such as supervising orderly exit from a building during a fire, keeping others calm, administering CPR, or executing the proper course of action in an emergency.

**PROCESS:** Supervisor submits AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, social security number, and the date the event occurred. AF Form 1768 should also include a draft citation, written in third person, with job designation, organization, date of event, and statement of achievement, not to exceed 90 words. Since nominations must fully describe the specific act/event to justify award of this decoration, the justification may be attached to the AF Form 1768 rather than included in the body of the Staff Summary Sheet. There is no specific format for the justification. Supporting documentation such as newspaper articles may be attached.

An honorarium in an amount up to \$500 may accompany this award at the discretion of the MAJCOM Commander or designate representative. If an honorarium will accompany the award, specify the amount and the name and title of the approving official on the AF Form 1768.

A statement verifying the official records of the nominee, during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information, nor is their any pending action, that reflects unfavorably on the exemplary performance deserving recognition. (sample attached)

Nomination must be submitted both hard copy and disk within 3 month of act/event. Nomination package is reviewed through the installation Incentive Awards Committee and then to the MAJCOM. Upon approval by HQ USAFE/CV, provide a copy to 435 MSS/DPCE to update the employee's records. MAJCOM provides certificate (AF Form 1307), 435 MSS/DPCE provide medal set.

There is no limit on the number that may be awarded. Award will be documented in the civilian data system, the SF-50 filed in the Official Personnel Folder and a copy of the AF Form 1768 and justification will be filed in the Employee Performance File (EPF) help by the supervisor.

### APPROVAL AUTHORITY:

Installation Level: - Submit through your chain of Command to Wing/CC. Forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level: - Submit through chain of Command to Directorate Commander. Nominations will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units: - Submit through chain of command. Forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nominations will be forwarded to your parent command.

**AWARD DESCRIPTION:** A sterling silver medal bearing the Air Force thunderbolt on an equilateral triangle surmounted by the Air Force eagle perched on a scroll inscribed “Valor” within an olive wreath and a light blue silk ribbon with four yellow stripes and one red stripe in the center. Also, a sterling silver lapel emblem, ribbon rosette, AF Form 1307, *Command Civilian Award for Valor Certificate*, and up to \$500 optional honorarium accompany this award.

**REF:** AFI 36-1004, AFP 36-2861

Date

MEMORANDUM FOR HQ USAFE/A1CP

FROM: Org/Office Symbol  
Address

SUBJECT: Command Civilian Award for Valor

I certify that the official records of Mr./Ms.-----, (Org/Office Symbol), during the inclusive dates of the Command Civilian Award for Valor, do not contain any disciplinary or adverse action information. Also, there is no action pending that would reflect unfavorably on the exemplary performance deserving recognition.

//signed//

Signature Block

**CITATION**  
**TO ACCOMPANY THE**  
**AIR FORCE COMMAND VALOR AWARD**  
**FOR**  
**I. M. A. SAMPLE**

In recognition of his/her outstanding courage, application of emergency medical assistance, and rescue expertise at a multicar accident scene on 28 Apr 2004. Mr./Ms.....'s emergency leadership, exemplary expertise, initiative, and medical attention contributed immeasurably to the survival and recovery of several accident victims. His/Her unselfish acts beyond the call of duty, professional competence, and emergency rescue leadership reflect great credit upon himself/herself and the United States Air Force.



**SAMPLE STAFF SUMMARY SHEET**  
**Example of a Command Civilian Award of Valor**

{ P R I V A T E }	TO	ACTIO N	SIGNATURE, GRADE, DATE		TO	ACTION	SIGNATURE, GRADE, DATE	
	1	Submit Thru			6			
	2	Proper Channels			7			
	3	435 MSS/ DPCE	Process		8			
	4				9			
5				10				
{PRIVATE}SURNAME OF ACTION OFFICER/GRADE			SYMBOL		PHONE		TYPIST' S INITIAL S	SUSPENSE DATE
{PRIVATE}SUBJECT Command Civilian Award for Valor - (Name)							DATE	
<p><b>{PRIVATE}SUMMARY</b></p> <p>1. The recommendation below for (Full Name) for the Command Civilian Award for Valor is submitted by (grade, duty title, organization, SSN, and date of the event) for review/approval.</p> <p>2. This award is to recognize unusual courage is a emergency off the job but beyond the call of duty.</p> <p><b>3. Justification: (list Accomplishment) (justification)</b> On XX Month 19xx, what began as a routine weekday for Mr./Ms. transformed into one of the most memorable days of his/her life. On this day he/she earned the title "HERO". Mr./Ms. and his/her carpool partner, Mr./Ms. , arrived on base at approximately 7 a.m. After exiting the parking lot, they were midway in the crosswalk when Mr./Ms. heard a car speeding towards them. Mr./Ms. , who is hearing impaired, was unaware of the speeding car. Making a split-second life or death decision, Mr./Ms. pushed Mr./Ms. to safety. Unfortunately, this prevented Mr./Ms. from getting out of the way. He/She was struck by the car and briefly knocked unconscious. When Mr./Ms. regained consciousness, he/she noticed that Mr./Ms. was very upset. Using sign language to calm him/her, he/she indicated to Mr./Ms. that he/she was okay. Mr./Ms. suffered a concussion and multiple contusions to his/her body. As a result of Mr./Ms. heroic act, Mr./Ms. suffered only minor injury from the incident. Mr./Ms. unselfishly risked his/her life to help another. His/Her courageous actions and concern for others truly define heroism. He/She is hailed as a hero by his/her coworkers in the Vehicles Management Directorate for being such a courageous, caring, and unselfish person. He/She is an inspiration to all. Mr./Ms. has indeed distinguished himself/herself as a hero and reflects great honor upon himself/herself and the United States Air Force</p> <p>4. Proposed Citation: (not to exceed 90 words) In recognition of his/her selfless and heroic act on xx Month 19xx, Mr./Ms. , Inventory Management Specialist, Vehicle Management Directorate, United States Air Force, Europe, Ramstein Air Base, Germany, risked his/her personal safety to respond to a life threatening situation involving a handicapped employee. They were midway in the crosswalk when Mr./Ms. heard a car speeding toward them. Realizing the hearing-impaired individual was unaware of the vehicle, Mr./Ms. rushed and pushed him/her to safety and was struck himself/herself and injured by the oncoming vehicle. Mr./Ms. 's quick and courageous action unquestionably prevented a life threatening situation. His/Her heroism and special act of compassion for mankind reflects great credit upon himself/herself and the United States Air Force.</p>								